

August 10, 2021, Office Administrator's Report

Regular duties: answering emails and phone messages; entering pledge payments, making bank deposits, paying bills; creating and emailing weekly announcements and 'blasts'; preparing order of service; keeping the calendar up to date; updating our church records for emails and membership, etc.; posting the announcements and reports, and editing our website as needed.

Ongoing: updating the Administrator's Handbook and basic information.

Additional tasks and accomplishments:

Completed

- Updated UUA website with congregational leaders' information, etc.
- Met with Rev. Mandy (instead of FCC's admin due to a family emergency) about some basic administrative information and wrote up notes. Followed up with request about the thermostat.
- Worked several hours at FCC to transfer materials from my home office to the church office and organize files and supplies (incomplete)
- Contacted FCC office administrator for key/app access to building for David Diiorio.
- New directory—almost ready to email out as soon as the Google Group emails are updated.
- Changing from monthly to bi-monthly payroll. Informed staff and began collecting payroll information to submit to Jennifer. Also set up the preferred paper system we used to have pre-pandemic that can be used once we are meeting in the church on a regular basis.
- Provided support for the Worship Committee for summer worship services
- Printing documents at Office Depot
- Provided hours/pay report to Rev. Jason

In progress

- Purging electronic files and rewriting administrator's handbook
- Applying for a credit card for administrative purposes. Note: This still has not been completed. I would like to have a conversation with Sarah about this before proceeding.
- Still waiting for this: Updating our insurance information. Waiting for the contract for the RE space.

Personal update

I am now in Washington State and officially "homeless" as most of our personal possessions are in storage until we decide where we are going to live. Until then, my husband and I feel very fortunate that we aren't tied down and can spend this time supporting our family members in different parts of the country who are dealing with health issues.

The downside that affects my work is that it is sometimes difficult to get internet connections with enough bandwidth and I didn't bring a printer with me.

Respectfully submitted,

Rita Salama